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CIA-RDP61S00527A000100130008-5

17 June 1953

SERVICES DIVISION

PERSONAL SERVICE REQUEST FOR FISCAL YEAR 1955

T/O SUMMARY

<u>NO.</u>	<u>GRADE</u>	<u>AMOUNT</u>	<u>INCREASE OR DECREASE</u>	<u>AMOUNT</u>
<u>PROFESSIONAL:</u>		25X1A1a		
[REDACTED] 25X9A2	GS-15	[REDACTED]		
	GS-14		1 New position	
	GS-13		2 New positions	
	GS-12			
	GS-11			
	GS-9			
	GS-7			
TOTAL PROFESSIONAL				
<u>CLERICAL:</u>				
[REDACTED] 25X9A2	GS-7	[REDACTED]		
	GS-6			
	GS-5			
	GS-4			
TOTAL CLERICAL				
			Abolish 1 position; change to Professional Abolish two positions; change to Professional	

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GRAND TOTAL

25X1A1a

25X9A2

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SECURITY INFORMATION

SERVICES DIVISION
17 June 1975

JUSTIFICATION OF T/O ADJUSTMENTS

No net change in the number of persons on the T/O has been requested, but on the basis of experience plus our plans for the development and certain activities, we have shifted three positions from the clerical to the professional category and have made a few shifts of positions from one branch to another. A few positions have been shifted upward in grade to provide for new responsibilities to be undertaken.

The shifts are made to accommodate the following increased responsibilities: (1) Increased emphasis on China as a member of the Soviet Bloc; (2) additional TIC coordinating work; (3) increased workload in the recording of trade statistics; (4) increased requirements from the DD/P area for research support on Soviet Bloc organizations; and (5) increased emphasis on the consumer goods and services segment of the Soviet economy in office-wide projects.

The Division headquarters requires a Chief, a Deputy Chief to act for the Chief in his absence and to assist in the planning and substantive direction of the research program of the Division, and a Special Assistant who will act for the Division Chief on specific problems such as TIC staff work, coordinating Division-wide activities such as requirements and training, and coordinating specific substantive projects on direction of the Division Chief.

SECURITY DIVISION
17 June 1972

STATEMENT OF ACCOMPLISHMENTS AND OBJECTIVES

1. Accomplishments of the Services Division During FY 1972

- a. During FY 72, the Services Division activated one new Branch (Consumer Goods and Services) and added twenty analysts to the Division staff (106 of these analysts now on duty). It began a heavy training program designed to equip the analysts to use all sources in the research. In the course of this program, sixteen analysts received some training in the Russian language and one analyst began the study of Chinese.
- b. Also during FY 72, recruitment actions were instituted on a large number of analysts. Some actions were failures, but recruitment was pending at the end of the year.
- c. A special effort was made during the year to recruit analysts with advanced training in economics. Seven of the pending recruitment actions cover people in this category. If successful, these actions will raise the number in the Division in this category to seventeen. The outstanding example was to recruit a number of the Council of Economic Advisors as Chief of the Consumer Goods and Services Branch.
- d. The outstanding achievement in the technical recruitment field was to bring in the Director of Research for the Association of American Railroads as Chief of the Transportation Branch.
- e. In spite of the large influx of new people and the large effort devoted to training, the Division completed a substantial amount of basic research. Out of one hundred and fifteen projects worked on during the year, forty-three were completed, two cancelled, and seventy are still under way. Of those finished, nine were in support of National Intelligence Estimates.
- f. Also during FY 72, the Division made substantial contributions to important Special Intelligence Estimates. For example, the major conclusions of SS-57, "Probable Effects on the Soviet Bloc of Certain Courses of Action Directed at the Internal and External Commerce of Communist China", depended almost entirely on the analysis of the Chinese transportation system made by this Division. The conclusions of this paper are an important consideration in any decision concerning a blockade of electro-magnetic warfare used in the preparation of SS-58, "Soviet Bloc Capabilities and Probable Courses of Action in Electro-Magnetic Warfare", was also produced by this Division.

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g. The Division is actively participating in the coordination of the economic intelligence research of the US Government through its leadership in three subcommittees of the PIC. These cover Transportation, International Trade and Finance, and Labor and Manpower. Several important papers were completed by these committees. The outstanding example is probably PIC H-9, "Capability of the Trans-Siberian Railroad and Connecting Lines in Manchuria and Korea".

h. The remainder of the research completed by the Division was in fulfillment of the basic research program or in support of special projects in the DD/P area.

i. In the latter half of FY '53, records show the following average breakdown for Division activity:

Research.....14.7%
Office Routine and Support..30.9%
Training.....10.7%
Administration.....6.6%
Leave.....7.1%

j. Following is a summary of Branch research activity for FY 1953:

<u>Branch</u>	<u>Initiated</u>	<u>Completed*</u>	<u>Cancelled</u>	<u>In Progress</u>
	<u>(Not necessarily in FY '53)</u>			
S/L	15	6	0	9
S/OCM	14	7	0	7
S/OI	16	8	0	10
S/TM	21	14	2	15
S/CST	8	2	0	6
S/EP	12	2	0	10
S/TF	9	4	0	5
S/OS	3	0	0	3
TOTAL D/S	115	105	2	70

* does not show as completed those projects which are submitted by sections (i.e., 16.1.1, 16.1.2, etc.) even though some sections are complete.

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2. Objectives of the Services Division for FY 1954

a. The major objectives of this Division for FY '54 are the following:

- (1) To complete the organization of the Division;
- (2) To acquire the necessary language skills;
- (3) To train personnel in the techniques of all-source research;
- (4) To improve our leadership in the coordination of intelligence research under the EIC;
- (5) To improve our support to and guidance of intelligence collection agencies;
- (6) To improve our analysis of current economic developments; and
- (7) To complete a program of basic research to explore in depth certain high-priority problems essential to an understanding of our assigned fields of responsibility.

25X9A2

25X9A2

b. Out of [redacted] planned professional positions in the Division, three positions are still vacant and recruitment action is still under way on [redacted]. This means that over 20% of the staff will probably report for duty during FY '54. [redacted] persons now present have been on duty less than one year. FY '54 will, perforce, see a large effort devoted to training and organizing the new people.

25X9A2

c. Fourteen analysts are scheduled for Russian language training during FY '54. This will give the Division a total [redacted] with the ability to use Russian in research. Three analysts will receive training in Chinese. 25X9A2

d. The research program for FY '54 will include the exploration of such important topics as:

Office-Wide Project

0.5, "Volume and Character of Trans-Siberian Railway Traffic"

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Disinformation Project

of Interest to

10.1, "Development of the Services Sector of the Soviet Economy"

D/A

Research Projects

11.1, "Economic Organization of the USSR"

FI, OOI, D/W, D/L, O-E

12.7, "Survey of USSR Commercial Policy"

OOL, State

13.6, "Electric Capabilities and Selected Facilities of Railroads in Kazakhstan and China Provs"

ED, OEE

14.4, "Electric Power Networks in the Caucasus"

ALR Forces and generally IMC

15.7, "Labor Productivity in the USSR"

D/W, D/L, D/A, OM

16.3, "Radio Location and Radio Control Systems in the Service of the (USSR) National Economy"

OSI, IIC, D/P

17.3, "Underground Construction in the Soviet Union"

ALR Forces, O-E, D/A

18.2, "Soviet Services to the Population"

D/A and generally IMC

3. Objectives of the Services Division for FY 1975

a. The major objectives of this Division for FY 75 are the following:

- (1) To extend our program of basic all-source research to cover a larger number of priority problems in our fields of assigned responsibility;
- (2) To extend and improve our efforts to coordinate economic intelligence research through the medium of the IIC;
- (3) To give full current intelligence support to JCI in our assigned fields of responsibility;

SECTIONS DIVISION
17 June 1955

PERSONAL SERVICES ESTIMATE
FOR FISCAL YEAR 1954-55

JUSTIFICATION

Specialists in various industries are required for consultation for the following reasons:

1. Construction experts are knowledgeable as to types of construction required by varied industries, types of suitable material most readily available and quality and supply of labor in most of the European countries, including the European Satellite, and to some extent in the USSR. This knowledge, together with an evaluation of current information in CIA, enables his analysts to greatly improve their intelligence reporting and estimates.
2. Railroad experts in the operations field are needed to discuss the technical aspects of railroad operating processes and to provide guidance on methodologies used in estimating such factors as tender-loads, time requirements in turn-around, port situation, special commodity problems, operating hazards, etc.
3. For consultation with respect to matters affecting electric power loads and input requirements for new generating and transmission facilities.
4. Panels for exchange of latest operational aspects of communications, both National and International.

SECRET

- (4) To assume responsibility for the production and maintenance of HIR studies in the fields of electric power, construction, domestic trade and international trade and finance for all areas in the Soviet Bloc;
- (5) To continue to train our personnel in languages and to extend the training program to include economics and area studies;
- (6) To extend and improve our use of external facilities for the completion of basic research using covert materials; and
- (7) To extend and improve our use of consultants to augment our personnel with the latest technical developments in their fields and to derive maximum benefit from the thinking of nationally recognized technical experts.

b. As a result of the training and organization which will take place during FY 64, FY 65 should see the Division in operation as a highly competent and experienced economic intelligence research unit. We will be in a position to produce a large amount of work, based on all facts available to the intelligence community and using multiple reinforcing techniques of analysis. The Division will incorporate experienced people trained in economics, in various technical specialties, in the appropriate languages, and in specialized intelligence techniques. The work will be oriented constantly toward the resolution of those problems in our fields of responsibility that are of greatest concern to the US national interest.

c. Specifically, it is contemplated that the Division will be able, through existing techniques and through new techniques yet to be devised, to make firm estimates of the status of activities in its assigned fields of responsibilities throughout the Soviet Bloc. It should be able to demonstrate the significance of these estimates in connection with the long-range growth and direction of development of the economy of the Bloc as they affect the interests of the US. It should also be able to demonstrate how developments in its fields of responsibility influence current Soviet capabilities and intentions.

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SECURITY INFORMATION

SERVICES DIVISION
17 June 1953

OFFICE OF THE CHIEF

25X1A1a

1954

1955

Grade Title

25X9A2

No.

GS-15 Chief
GS-15 Deputy
GS-13 Special Assistant
GS-7 Administrative Assistant
GS-6 Secretary Stenographer
GS-4 Clerk

TOTAL

Justification

The essential function of the position, Special Assistant to the Chief, is to relieve abundant responsibilities of the Division Chief. More specifically, staff support for EIC responsibilities of the Division representation and authority on specific projects on direction of the Chief, and supervision of office-wide and division-wide projects. The essence of the position shall be that of internal and external coordination.

It has been determined to abolish a GS-4, Trade and Finance, and use the slot for the new position above.

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SERVICES DIVISION
17 June 1953

SECRET

ORGANIZATIONS BRANCH

25X1A1a

<u>Grade</u>	<u>Title</u>
GS-14	Chief
GS-13	Intelligence Officer
GS-12	Intelligence Officer
GS-11	Intelligence Officer
GS-5	Secretary-Stenographer

TOTAL

25X9A

1951

1955

Justification

It has been determined to retain the GS-14 slot from Electric Power, but to abolish that position and create a GS-14 in Organizations.

GS-11 slot transferred from Electric Power Branch.

Due to the heavy workload on target organization studies delegated from the ID/P area, adding a Deputy Chief and a GS-11 is essential to operate effectively. Another heavy work burden is the emphasis upon organizational management in the USSR.

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SERVICES DIVISION
17 June 1953

ELECTRIC POWER BRANCH

25X1A1a

		1954	1955	
<u>Grade Title</u>		<u>No.</u>		<u>Justification</u>
GS-15 Chief		25X9A1		It has been determined to transfer one GS-11 to Consumer Goods Branch, and to subtract one GS-7 from Trade and Finance to add here. The GS-7 position will be abolished while the slot will be retained to create a GS-9 in Electric Power.
GS-14 Intelligence Officer				
GS-13 Intelligence Officer				
GS-12 Intelligence Officer				
GS-11 Intelligence Officer				
GS-9 Intelligence Officer				
GS-5 Secretary Stenographer				
GS-4 Clerk typing				The GS-4 Clerk Typing position will be abolished and the slot shall be used to create the new position of GS-14 in the Organizations Branch.
TOTAL				

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SECURITY INFORMATION

SERVICES DIVISION
17 June 1953

TRANSFORMATION BRANCH

25X1A1a

1954

1955

<u>Grade</u>	<u>Title</u>
GS-15	Chief
GS-14	Intelligence Officer
GS-13	Intelligence Officer
GS-12	Intelligence Officer
GS-11	Intelligence Officer
GS-9	Intelligence Officer
GS-5	Secretary-Stenographer
	Clerk
GS-4	Clerk-Typing
	Clerk-Stenographer

TOTAL

Justification

Added emphasis on China requires up-grading of one analyst position to give adequate weight to this subject; therefore, it has been determined to decrease one GS-11 and increase one GS-13.

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SERVICES DIVISION
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COMMUNICATIONS BRANCH

25X1A1a

<u>Grade Title</u>		<u>1954</u>	<u>1955</u>	<u>Justification</u>
GS-15 Chief	25X9A2			
GS-14 Intelligence Officer				
GS-13 Intelligence Officer				
GS-12 Intelligence Officer				
GS-11 Intelligence Officer				
GS-9 Intelligence Officer				
GS-5 Secretary Stenographer				
GS-4 Clerk Typing				
TOTAL				

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SECURITY INFORMATION

SERVICES DIVISION
17 June 1953

CONSTRUCTION BRANCH

25X1A1a

Grade Title

25X9A2

No.

Justification

GS-15 Chief
GS-14 Intelligence Officer
GS-13 Intelligence Officer
GS-12 Intelligence Officer
GS-11 Intelligence Officer
GS-9 Intelligence Officer
GS-5 Secretary Stenographer
GS-4 Clerk Stenographer

TOTAL

1954

1955

Slots transferred to
Consumer Goods Branch
which is heavily support-
ing office-wide projects;
two positions more needed
there.

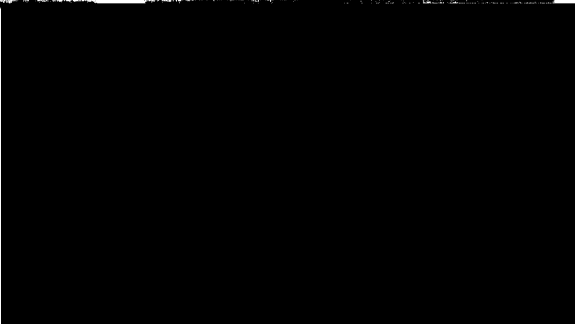
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SERVICES DIVISION
17 June 1953

CONSUMER GOODS AND SERVICES BRANCH

25X1A1a

		1951	1953
Grade	Title		
GS-15	Chief		
GS-14	Intelligence Officer		
GS-13	Intelligence Officer		
GS-12	Intelligence Officer		
GS-11	Intelligence Officer		
GS-9	Intelligence Officer		
GS-5	Secretary-Stenographer		

25X9A2

Justification

During Fiscal 1953, this Branch was organized; since that period the workload has built up heavily in supporting office-wide projects. It is felt that two additional positions are minimum requirements.

It is requested that a GS-4 position in Electric Power be abolished and the slot be used to create a GS-11 in this Branch.

The second additional slot is a GS-9 from Trade and Finance and it has been determined to abolish the position and create a GS-11.

Due to the increasing responsibilities to the other Branches, it is necessary to establish a higher quality position to recruit against; therefore, it has been determined to remove one GS-9 in favor of a GS-11 for this Branch.

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SECURITY INFORMATION

SERVICES DIVISION
17 June 1953

LABOR BRANCH

25X1A1a

<u>Grade Title</u>	<u>25X9A2</u>	<u>No.</u>	<u>1954</u>	<u>1955</u>	<u>Justification</u>
GS-15 Chief					
GS-14 Intelligence Officer					
GS-13 Intelligence Officer					
GS-11 Intelligence Officer					
GS-9 Intelligence Officer					
GS-5 Secretary Stenographer					
TOTAL					GS-9 from Consumer Goods Branch. Due to increasing emphasis on the China area a new position has been created with qualifications of Chinese language and area knowledge.

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SERVICES DIVISION
17 June 1953

Trade and Finance Branch

25X1A1a

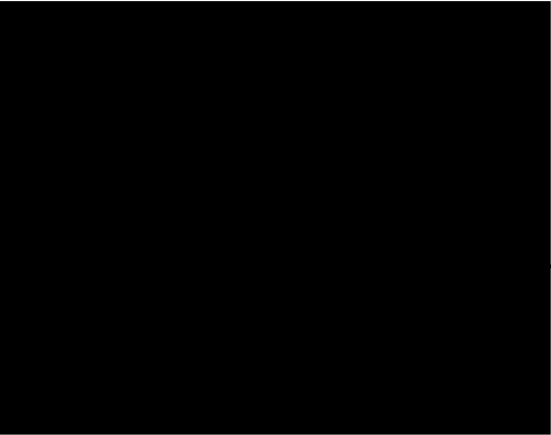



		1951	1955	<u>Justification</u>
<u>Grade</u>	<u>Title</u>	<u>No.</u>		
		25X9A2		
GS-15	Chief			Trade and Finance shall decrease its Branch total by 3. One GS-9 shall be transferred to Consumer Goods, and it has been determined to abolish one position, A GS-7, but retain the slot to create a GS-9 in the Electric Power Branch.
GS-14	Intelligence Officer			
GS-13	Intelligence Officer			
GS-12	Intelligence Officer			
GS-11	Intelligence Officer			
GS-9	Intelligence Officer			
GS-7	Intelligence Officer			
GS-5	Secretary-Stenographer			
	Statistical Clerk			
GS-4	Clerk-Stenographer			
	Clerk-Typing			Two clerical positions will be abolished; the slots will create a new GS-13 in Trade and Finance, as indicated above, and a GS-13 Special Assistant in the Office of the Chief.
	Clerk			
TOTAL				Because the content of work is changing from routine compilation to analysis, a higher grade is required to attract a more mature and experienced economist.

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Office of Research and Reports
Services Division

NON-PERSONAL
SERVICES ESTIMATES
Object Class 02
 Funds

REQUIREMENTS	AMOUNT	JUSTIFICATION
<u>Domestic Travel</u>	25X1A1a	Analysts will be required to travel for such purposes as:
		1. To consult and inspect engineering firms to obtain engineering data on specialized types of construction and also to visit sites of various types of construction activities on inspection trips. 25X1A5a1
25X1A1a		2. Travel by members of the Electric Power Branch will consist of visits to typical electric systems or electric equipment manufacturing plants, to meetings of the trade bodies, and to statistical headquarters (New York) of  the principal trade organization of the electric power industry. 25X1A5a1
		3. 
TOTAL		4. Trips to New York to visit telecommunications offices for consulting purposes, and to inspect large communications manufacturing plants.

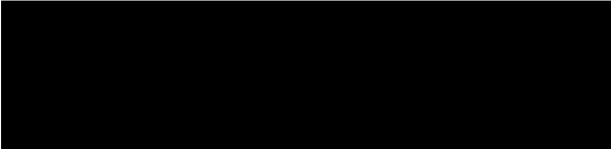
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REQUIREMENTS

AMOUNT

JUSTIFICATION

5. Attendance at Annual Population Association of America and American Rural (or Sociological) Association meeting here on the East Coast during Fiscal Year '55.
6. Trip into Arctic Canada to inspect railway operations and construction in perma-frost areas.
7. 
8. A trip will be made to Rome to the International Population Congress organized by the United Nations and meeting in full strength for the first time since 1948. The agenda is of importance to our Labor Branch.

25X1X7

SERVICES DIVISION
17 June 1953

PERSONAL SERVICES ESTIMATE
FOR FISCAL YEAR 1954-55

JUSTIFICATION

Specialists in various industries are required for consultation for the following reasons:

1. Construction company executives are knowledgeable as to types of construction required by varied industries, types of suitable material most readily available and quality and supply of labor in most of the European countries, including the European Satellites, and to some extent in the USSR. This knowledge, together with an evaluation of current information in CIA, enables NR analysts to greatly improve their intelligence reporting and estimates.
2. Railroad executives in the operations field are needed to discuss the technical aspects of rail-road operating processes and to provide guidance on methodologies used in estimating such factors as train-loads, time requirements in turn-around, port situations, special commodity problems, operating hazards, etc.
3. For consultation with respect to matters affecting electric power loads and input requirements for new generating and transmission facilities.
4. Channels for exchange of latest operational aspects of communications, both National and International.

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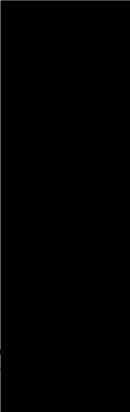



RESEARCH DIVISION

SERVICES DIVISION
17 June 1955

Office of Research and Reports
Services Division

PERSONAL SERVICES ESTIMATED
FOR FISCAL YEAR 1954-55

Object Class 07
 Funds

REQUIREMENTS		AMOUNT	JUSTIFICATION
Gregg Associates - Railroad Operations			
D.S. 506 - Inland Waterways	25X1A1a		1. Transportation Branch requests the sum of 25X1A1a  to finish the external research project begun on railroad operations and inland waterways in the USSR and Caspian Sea.
Other external research by such organizations as the following:			25X1A5a1
			2.  is to be used for obtaining information to be used in estimating input requirements for building materials. The research will be useful for checking purposes, but primarily for comparisons with countries we have less knowledge about.
25X1A5a1	TOTAL		3. Electric Power and Construction are jointly to benefit from data on generating plants, thermal electric power and input factors about capital equipment and machinery used in producing electricity.
			4. In the year 1955, the Consumer Goods Branch will continue to be relied upon heavily by other Branches; it is felt that external research will be a necessity in support of their research.

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REQUIREMENTS

ANALYSIS

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JUSTIFICATION

5. Competition of the Trade and Finance staff is largely that of young men in training positions, thus to produce high-quality material reliance must be put upon universities employing well-known economists.

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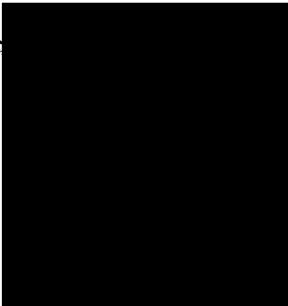
Office of Research and Reports
Services Division

NON-PERSONAL

SERVICES ESTIMATES

Object Class 09

Funds

REQUIREMENTS	AMOUNT	JUSTIFICATION
<u>Equipment</u> -----	25X1A1a-----	
2 Dictaphones with transcriber and		1.This equipment is needed in view of heavy workload and corresponding shortage of clerical and secretarial help.
2 Automatic Calculating Machines		2.Two calculators are requested, one for statistical work in Consumer Goods and the other for use in the Construction Branch when a slide rule becomes inadequate for accurate five-place figures.
1 Electric typewriter @ 400		3.No electric typewriters are owned by the Division at present but one is on order. It is felt that another is necessary for typing for 10 analysts at about 17 carbons per finished report. Eight hour daily use would be made of the instrument.

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SERVICES DIVISION
17 June 1953

SUMMARY BY OBJECT CLASS

Object Class	Actual Fiscal Year 1953	Estimated Fiscal Year 1954	Estimated Fiscal Year 1955	Net Increase or Decrease 1954/1955
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DEPARTMENTAL:

01 Personal services
02 Travel
09 Equipment

25X1A1a



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